

<http://amsterdam.usconsulate.gov>

## Tips for completing the DS-5504 form:

This form should be downloaded and printed on A4 or letter-size paper, with each page on a separate sheet of paper — **we CANNOT accept double sided applications.**

The instructions on this form are written for individuals applying for a passport within the United States. As applications are processed differently outside the United States, you should **ignore** instruction pages one, two and three of this form.

Please note that it is not possible to apply for a U.S. Passport Card outside of the U.S.

If choosing to complete the application form using a pen, please write in block letters in black or blue ink.

All applicants should complete all sections on page one and page two. This information is mandatory. Parents should sign the form for children under age 14.

**Item 5 – Social Security number (SSN).** You must complete this item. If you have never had a SSN, write zeros in the boxes. If you have a number, you must provide it. If you do not remember your number, please contact the **Social Security Office** ([www.ssa.gov](http://www.ssa.gov)).

**Item 6 – Mail my passport to:** Complete this item with a Dutch address, either your home address or the address where you are staying. Please note that you may choose to have your new passport sent to a different address when you complete your self-addressed envelope.

**Item 17 – Permanent address or residence:** Complete this item with any address you consider to be your permanent address. This need not be in The Netherlands or the U.S.

**Item 19** – this may not be relevant if you do not have travel plans.

**Limited passports:** If you are renewing an unexpired emergency passport for a full-validity passport, please check “Yes”. You need not submit citizenship evidence unless the endorsement of the last page of your emergency passport states that your passport was issued under 22 CFR 51.41.

**Oath and signature:** You must read the “Acts or Conditions” on page four of this form before you sign. If any mentioned acts or conditions have been performed by or apply to the applicant, cross out only the applicable portion[s] and submit an explanatory signed statement with the application.